

**CITY OF SAVANNAH
JOB DESCRIPTION**

JOB TITLE: MAINTENANCE SUPERINTENDENT

DEPARTMENT: Parks & Recreation

CLASSIFICATION: Non-Exempt/Regular Full-Time Employee

REPORTS TO: Parks & Recreation Director

PREPARATION DATE: March 15, 1995

REVISION DATE: June 22, 2020

DEFINITION:

Develops, plans, and implements a comprehensive grounds maintenance and landscaping program for City parks and/or any other necessary area within the City. Responsible parks maintenance functions. Ensures that all park areas are maintained properly and present a positive image of the City of Savannah. Responsible for the safety and training of park services. Teaches staff how to read blueprints. Arranges for off-site and on-site training for personnel as needed. Prepares an annual budget and submits to the Director. Ensures expenditures comply with departmental budget. Orders equipment and supplies as needed. Tracks and monitors the work to control costs. Ensures compliance with all applicable standards and city policies. Makes work assignments and conducts annual performance appraisals. Issues disciplinary actions as needed. Inspects work in progress and completed and reports to Director. Maintains work order forms, time sheets, and other records. Assists Director with interviewing, selecting, and hiring personnel. As needed, performs skilled work in the operation of equipment and machinery. Performs a variety of semi-skilled tasks in the maintenance and landscaping of parks. Performs all of the same tasks as equipment operators if needed. Functions as Department Head in Director's absence, per Director's request. Insures excellent customer service. Ensures that the work teams present a professional image to businesses and the general public. Maintains a safe work environment. Ensures that the team adheres to all traffic and safety regulations.

Employee must exercise a high degree of initiative, independent judgment, confidentiality, and discretion to handle job functions.

EQUIPMENT/JOB LOCATION:

Drives trucks or other vehicles to work sites.

Operates lawnmower to cut grass at all City Parks.

Operates tractor for landscaping projects.

Operates bush hog, weed eaters, and other types of large and small equipment as necessary for maintenance and other functions.

ESSENTIAL FUNCTIONS OF THE JOB:

Develops annual program for maintenance and landscaping projects and submits to Director.

Develops and implements written annual equipment maintenance and replacement plan and schedule

Orders materials and equipment for grounds maintenance. Controls inventory and orders supplies.

Identifies problems and needs and develops plans to address them and, in coordination with the Director, establishes priorities and schedules for projects to handle those problems and needs.

Handles and resolves external complaints professionally and timely.

Determines work priorities and schedules daily work orders accordingly.

Makes frequent inspections of work in progress, insures that all work meets specifications and is progressing efficiently and satisfactorily.

Keeps Director informed of progress and any problems concerning personnel or equipment.

Consistently promotes positive public relations and a positive image of department and the City of Savannah

Ensures subordinates are informed of changes in city policies or standard operating procedures.

Responsible for the safety of subordinate personnel and work teams. Monitors operations to ensure that safety practices are being implemented. Responsible for work teams adhering to all safety procedures.

Conducts periodic safety inspections of all recreational buildings, playgrounds, and facilities to ensure public safety

Performs safety and maintenance inspections of assigned vehicles and equipment to include all items on checklist provided. Records results of inspection.

Performs minor maintenance on equipment and tools.

Assists with grounds maintenance and landscaping projects as needed.

Performs a wide variety of manual tasks including cleaning and weed eating.

Assists with facilities maintenance if assigned.

Ability to determine if ball fields are useable after inclement weather.

Ensures compliance with federal, state, and city laws, and all applicable codes and regulations.
Ensures compliance with City personnel policies and procedures.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of maintenance management, including preventive maintenance, breakdown maintenance, and balancing optimal maintenance level with cost.

Extensive skills and experience in operations management and supervision preferred.

Ability to operate electric, motorized, and hand-held machines, equipment, and tools including backhoe, grass mowers, and other types of landscaping equipment. Ability to use tools and equipment efficiently and safely.

Ability to climb ladders and to perform manual labor functions such as general carpentry, painting, grounds maintenance, weed eating, or other tasks as needed.

Ability to perform heavy manual labor for extended periods of time.

Ability to read and analyze blueprints.

Ability to prepare ball fields (baseball, softball, soccer, football, etc.) for league use.

Working knowledge of city layout, city buildings, schools, businesses, and street layouts.

Ability to perform complex tasks under broad guidelines without close supervision and to make sound independent decisions. Ability to be self-motivated and to work autonomously to accomplish work. Ability to handle multiple priorities effectively. Skill and ability to solve problems and diffuse conflicts.

Strong supervisory and leadership skills. Ability to plan and schedule jobs and to allocate resources effectively. Ability to train and lead employees

Physical strength, ability, and mobility to perform all essential job functions with or without accommodation.

Knowledge of ADA requirements and OSHA regulations, including accident investigation and prevention.

Knowledge of safety rules and manuals. Ability to recognize potential safety hazards. Knowledge of emergency procedures. Knowledge of city and job specific safety rules.

Knowledge of safety rules, including accident investigation and prevention. (May be acquired on the job.)

Knowledge of playing field and court dimensions for all youth and adult sports programs.

Knowledge of the methods and procedures for preparing and maintaining sports fields, courts, and related facilities.

Knowledge of grounds maintenance landscaping practices, and athletic field maintenance.

QUALIFICATIONS:

High School Diploma or GED.

AS degree in Management or related field preferred.

Evidence of a safe driving history and ability to be insured under City's general liability insurance.

Certification in CPR and First Aid.

Three to five years' experience in grounds maintenance, turf management, and landscaping preferred.

Must be able to pass a physical and a drug test by a licensed physician.

Must possess a valid Tennessee Driver's License

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT:

This job description reflects the general duties and responsibilities of this position and is not all-inclusive. The employee may be assigned other duties that are not specifically included.

Employee Signature

Date